



*State of New Jersey*  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE  
*Governor*  
*Commander-in-Chief*

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MICHAEL L. CUNNIFF  
*Brigadier General*  
*The Adjutant General*

**STATE EMPLOYEE  
VACANCY ANNOUNCEMENT NO. V4-16**

**OPENING DATE:** 19 January 2016      **CLOSING DATE:** 5 February 2016  
To be considered, applications must be received or post-marked by the closing date.)

**POSITION:** Grounds Worker, O10 (Part-Time 50%)  
\$15,716.13 – Starting Salary for New Hire (Non-competitive Title)

**DUTY STATION:** NJ Department of Military and Veterans Affairs  
BG William C. Doyle Veterans Memorial Cemetery, Wrightstown, NJ

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**AREA OF CONSIDERATION:** Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**SELECTING OFFICIAL:** Recommendation by the Director, Division of Veterans Services, through the Deputy Commissioner for Veterans Affairs, to the Director of Human Resources Division.

**DESCRIPTION OF POSITION:** Under the direct supervision of the Supervisor of Facilities, Repairs & Operations, performs the handling of interments, assembly and setting of grave markers and all phases of grounds maintenance. Assists in the carrying of caskets from the hearse to the church cart, to the chapel and into cemetery casket transporter after services are completed. Attends to floral pieces to be placed on the grave; disposes of excess pieces and sweeps chapel and surrounding area of debris between each funeral. Obtains temporary marker identification card from Interment Supervisor and drives cemetery casket transporter to gravesite for burial. Assists in carrying of casket from transporter vehicle to lowering device at gravesite. Acts as flagman to backhoe operator and squares off grave opening for placement of concrete liner. Drives dump truck with excess earth to disposal area. Assist in placing of planks and lowering device over grave opening. Lowering of casket in liner and retrieval of lowering device straps. Removal of device and planks. After lid is placed on liner and backfill operations begin, tamps earth at various levels of backfill. Levels, rakes and cleans topsoil on grave; places temporary marker and flowers on grave. Places flower cones in sections for public use; removes dead, wilted unsightly and illegal plantings or other articles on graves; removes and replaces filled trash basket liners. Assists in the assembly, placing and setting of grave markers in accordance with established procedures. Operates driving mower, hand mowers, weed whackers, back pack blowers, tractors, rototillers, and other ground maintenance equipment. Assembles and places garden hoses and sprinklers in various areas of cemetery and maintains control, retrieval and storage of same. Maintains all grounds maintenance equipment, trucks and casket transporters in

a clean and operable condition. Reports equipment failures for prompt repairs. Assists in the placing, storing and organizing of materials and supplies in maintenance garage areas. During the winter when frost is present, places grave warmers, connects propane tanks and supervises defrosting procedures. Assists in the moving, storing and organizing office furniture, equipment, and supplies. Prunes trees and bushes in the fall and spring and removes debris to dumpster. Rakes leaves. Opens and secures all doors, gates and equipment in the maintenance and public toilet facilities. Assists the public in location of gravesites and general information about the operation. Assists Senior Cemetery Caretaker in staking out new quadrants for future burials.

### **BASIC QUALIFICATIONS REQUIRED:**

**EXPERIENCE:** One (1) year of experience in the performance of semiskilled grounds keeping work.

**LICENSE:** Appointees may be required to obtain a NJ Certified Pesticide Applicator's or Operator's Permit in the required categories.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the State of NJ on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

### **HOW TO APPLY:**

**FOR APPOINTMENT CONSIDERATION:** Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience and copy of all license/certifications. Completed form must be forwarded by the closing date either electronically to [CareersCentral@njdmava.state.nj.us](mailto:CareersCentral@njdmava.state.nj.us) or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD-PMRS), PO Box 340, Trenton, NJ 08625-0340. Forms may be obtained from our web site at <http://www.nj.gov/military/personnel/forms/DPF-663-032515-editable-v1.pdf>, the Human Resources Division or call (609) 530-7038.

**EQUAL EMPLOYMENT OPPORTUNITY:** Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors. In compliance with the provisions of the Americans with Disabilities Act, Public Law 101-336, a Telecommunications Device for the Deaf (TDD) has been installed at HQS NJDMAVA, Human Resources Division. Telephone number for the hearing impaired is 609-530-6966.

**DISTRIBUTION:** A, A1, A2, D, E, S, Cemetery, Veterans Haven, VSO, YCA